

NYC Department of
Youth & Community
Development
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst, M5	TITLE CODE NO.: 10026-05
OFFICE TITLE: Chief of Staff	SALARY: \$80,868 to \$188,665 (\$74,988 with less than 2 years of City service)
DIVISION/WORK UNIT: Office of the Commissioner	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of high quality programs that are innovative and practical, and positively impact youth and communities. The Chief of Staff, as the principal aide to the Commissioner, with latitude for the exercise of independent initiative and judgment,

- Handles a wide range of matters of institutional importance on behalf of the Commissioner, and in support of the Administration.
- Oversees all operations of the Office of the Commissioner, to include management of staff, policies, and procedures.
- Provides coordination and oversight, and implements core initiatives for the Commissioner.
- Serves as the Commissioner's primary strategic liaison within the Agency.
- Serves in a sensitive position of trust as representative for the Commissioner and DYCD.
- Working closely with senior staff to establish priorities and formulate policy and program recommendations which support and enhance City goals.
- Interfacing with Mayor's Office regarding emerging and high-level issues.
- Coordinating all internal communication including executive level meeting and agendas
- Understands operating policies and procedures necessary to ensure appropriate Agency decision-making protocols are understood and followed.
- Ensures accurate flow of information among and between units.
- Attending meetings with or on behalf of the Commissioner.
- Perform other related duties incidental to the work described herein.

PREFERRED SKILLS:

- Strong professional judgment.
- Knowledge of the goals, objectives, structure and operations of DYCD.
- Ability to perform complex tasks and to prioritize multiple projects.
- Ability to foster a cooperative work environment.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals.
- Strong analytical and critical thinking skills and the ability to analyze, summarize, and effectively present information.
- Ability to supervise, to include organizing, prioritizing, and scheduling work assignments.
- Employee development and performance management skills.
- Demonstrated leadership, organizational, and management skills.
- Strong communication skills (both written and oral)
- Advanced analytical, evaluative, and objective critical thinking skills.
- Knowledge of institutional policies and procedures, regulations and bylaws, and the legal environment within which they operate.
- Strategic planning skills.
- Knowledge of organizational structure, workflow, and operating procedures.
- Exceptional interpersonal skills and the ability to interact effectively with Administration leadership.
- Legal background is a plus.

MINIMUM QUALIFICATIONS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.
<<<NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT>>>**

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.
NEW YORK CITY RESIDENCY IS REQUIRED**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:

Karen Alexander, Assistant Commissioner
NYC Department of Youth and Community Development, Office of Human Resources
156 William Street, 3rd Floor
New York, New York 10038

Or e-mail Opportunities@dycd.nyc.gov

Visit www.nyc.gov/dycd

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 04/12/10

POST UNTIL: Until Filled

JVN #: 261-10-031

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.